



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
UNIT 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

ACDP-CPO

27 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #6, Time and Attendance for US Army NATO Employees

1. REFERENCES:

- a. DA Pamphlet 690-630, Excused Absence
- b. US Code Title 5, Chapter 63, Leave
- c. Code of Federal Regulations, Title 5, 630, Absence and Leave
- d. DOD 7000.14-R, Financial Management Regulation Civilian Pay Policy and Procedures
- e. USAREUR Pamphlet 690-630, Excused Absence

2. PURPOSE: This instruction establishes uniform time and attendance reporting policy and procedures for all US Army NATO civilian employees and their supervisors.

3. BASIC POLICY:

a. Tour of Duty: Unless otherwise approved, the regular work day schedule will be 0830 to 1730 hours with an hour for lunch; which can be taken between 1100 and 1300 hours by mutual agreement between employees and their supervisors.

b. Alternative Work Schedules: Alternate work schedules are not applicable. Any exceptions or changes to the work schedule will be on a case by case basis with approval authority resting with the Brigade Commander, Executive Officer or Battalion Commander.

c. Required Time and Attendance Records: Pay, compensatory time, and leave entitlements are based on official time and attendance records and reports. An individuals daily record of attendance will be maintained for each employee and will reflect his/her tour of duty, leave/holiday/overtime/compensatory time hours.

(1) The workday is in multiples of eight work hours and elapsed absences are recorded in 15 minute increments. Variations of less than 15 minutes will generally not be recorded for Time & Attendance (T&A) reporting purposes. Tardiness for any length of time should be the basis of early counseling by supervisors and may result in AWOL time being applied and future disciplinary action.

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(2) Properly certified time and attendance records must be submitted for all employees and reported to the Defense Civilian Pay System (DCPS). All 80 work hours will be recorded in the standard bi-weekly "US Army NATO Time and Attendance Report" (see Enclosure). This form will be furnished to each employee by the designated time keeper.

(3) The time and attendance report – including all leave taken, overtime earned, holidays worked and compensatory time earned or used during the reporting period – will be certified as correct by the signatures of both the employee and their immediate supervisor. The signature of the supervisor or their designated replacement is mandatory. Any disagreements will be brought to the attention of the second level supervisor for resolution. The date the form is signed will be entered next to each signature.

(4) Any projected information, provided when the systemic procedures require time cards to be submitted prior to the end of the reporting period, will be considered as "uncertified estimates," subject to adjustment based on actual experience in corrected reports. The supervisor will forward all completed reports on their personnel to the designated timekeeper prior to the established suspense (normally the 2nd Wednesday of the current pay period).

4. AUTOMATED T&A REPORTING PROCEDURES:

a. Under the automated time and attendance reporting system, two individuals are responsible for processing and maintaining the time and attendance records. One individual is needed to enter the automated report of time and attendance for each employee into the automated payroll program and one individual is needed to certify the accuracy of the time and attendance records. Each of these functions will also have an alternate person designated and trained. The supervisor must certify that his/her employees' T&A reports are correct prior to submission to the time keeper.

b. Timekeepers and time card certifiers must be competent, responsible and trustworthy. Timekeepers and time card certifiers may be supervisors, civilians, military personnel or a combination thereof.

c. Timekeepers will not maintain time and attendance records for their immediate supervisors nor will they enter their own time or certify their own time cards.

5. OVERALL TIME CARD RESPONSIBILITY:

a. The US Army NATO Civilian Personnel Liaison Office will have overall responsibility for managing the US Army NATO Time and Attendance system and will be responsible for providing the primary timekeeper. The DCS, G-1 will provide a time card certifier. Alternates for both positions will be appointed from within the organization (either military or civilian).

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b. On a monthly basis, the time keeper will provide a leave balance report to the head supervisor of each section for all of the employees within that particular section.

6. RESPONSIBILITY FOR LEAVE:

a. The heads of sections will:

- (1) Ensure that leave is administered in accordance with this instruction.
- (2) Establish appropriate internal administrative procedures for requesting and approving leave and specifying the supervisory prerogatives regarding the approval of leave.
- (3) Recommend approval or disapproval on any employee request for annual, advanced, sick or leave without pay (LWOP).

b. The supervisor will:

- (1) Inform employees of the procedure for requesting and using leave.
- (2) Approve or disapprove the employee's request for leave.
- (3) Verify and sign employee's time cards for completeness prior to submission to the time keeper.
- (4) Monitor employee's leave balance throughout the year to ensure they are in accordance with this SOP and applicable regulations.

c. The employee shall:

- (1) Comply with the instructions and procedures of this policy.
- (2) Submit an OPM Form 71 for any type of leave prior to it being taken. If prior approval is not possible, an OPM Form 71 must be completed immediately upon returning to work.
- (3) Accurately record attendance, overtime, compensatory time and leave daily on the time card.
- (4) Use leave as appropriate to ensure none is lost at the end of the year. Any annual leave which exceeds the maximum accumulation is forfeited except as outlined under 5 CFR 630.305.

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(5) Any compensatory time approved by the Brigade Commander/Executive Officer will be annotated on DA 5172-R form, turned in with the time card and must be taken within one year of earning such compensatory time.

d. The Civilian Personnel Liaison Office will:

- (1) Coordinate, monitor and evaluate the time and attendance program.
- (2) Provide the primary time card keeper and an alternate for the command.
- (3) Spot check the time card keeping attendant for accuracy and completion.
- (4) Provide management and supervisors with a monthly leave balance report.

e. Timekeepers will:

(1) Ensure that all employee time cards are complete in accordance with US Army NATO policy.

(2) Make accurate electronic submissions to the Defense Civilian Payroll System according to each employee's time card.

(3) Maintain complete records of time cards and all supporting documentation (OPM Form 71, DA Form 5172-R, Doctor's Certificate, etc.) for 6 ¼ years.

f. The Commander or Executive Officer will:

(1) Periodically conduct an audit of the time and attendance records to ensure the accepted T & A reports coincide with what has been reported on the individual time card.

(2) Ensure all supporting documentation (time card, leave forms, doctors notes, etc.) has been properly authenticated and recorded.

7. MEDICAL CERTIFICATES:

a. Sick leave of more than three consecutive workdays shall be supported by a medical certificate. If the employee was not attended to by a physician, the employee's certification showing satisfactory evidence of incapacity on the OPM Form 71, approved by the appropriate official may be accepted in place of a medical certificate. The certificate shall cover all absences and show that the employee was incapacitated for duty for the entire period. In cases of extended illness, medical certificates may be required periodically if necessary, to establish the employee's continued incapacity to return to duty.

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b. Ordinarily, a medical certificate is not required for absences of three days or less. An employee who is frequently absent for short periods of illness may be advised to visit a physician.

(1) Abuse of Sick Leave: When there is reason to believe an employee is abusing sick leave, a medical certificate may be required for absences of less than three days. When appropriate, disciplinary action may be taken. If the absence is charged to annual leave or LWOP, it shall not be made the basis for later disciplinary action. Practices shall not be established that require submission of medical certificates by all employees for absences of three days or less, checkup visits to the home of all absentees, or complex procedures for the approval of sick leave.

(2) Illness during Annual Leave: If illness occurs during a period of annual leave, sick leave that is supported by a medical certificate or the employee's certification showing satisfactory evidence of incapacity on the OPM Form 71 may be substituted for annual leave. Sick leave immediately following a period of approved annual leave is not a substitution of sick leave for annual leave and may not be granted under the general standards of granting sick leave.

8. OVERTIME/COMPENSATORY TIME:

a. Must be ordered and requested in advance by the supervisor and approved by the Brigade Commander or Executive Officer.

b. The employee must complete DA 5172-R, Request, Authorization and Report of Overtime, have it signed by the supervisor and Brigade Commander or Executive Officer, and submit it with the time card for the period specified.

9. SENIOR EXECUTIVE SERVICE: Senior Executive Service members are prohibited from taking or earning compensatory time. Since SES members are not eligible for overtime pay, they also may not receive compensatory time for work performed as an SES member (except that earned under 5 USC 5550a for religious purposes). Further, because SES members are not entitled to either premium pay or compensatory time, agency heads are advised to exercise the authority they have under 5 USC 6122b to prohibit the use of credit hours by SES members under an Alternative Work Schedule (AWS) program. SES members are generally prohibited from the use of compensatory time, overtime and credit hours.

10. OVERSIGHT: The Executive Officer, US Army NATO will provide oversight to the DCS, G-1 and the Civilian Personnel Liaison Office to ensure that the civilian employees of US Army NATO are in compliance with this SOP and applicable regulations concerning the reporting of time and attendance.

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11. DEFINITIONS:

a. Administrative Leave: An approved absence status in which the employee is not charged sick or annual leave, but is excused from duty without loss of pay. In emergency conditions, most commonly inclement weather, groups of employees may be dismissed early, directed to report late, or excused from work entirely. Granting excused absence requires the Brigade Commander or Executive Officer's approval. Administrative leave will not be authorized when paid leave is appropriate, but should be used when the employee's absence clearly serves the best interests of the US Government. Such situations include, but are not limited to, job interviews for other Federal positions, attendance at conferences and conventions, medical examinations prior to military induction, obtaining official passports and visas, directed medical examinations or vaccinations, and privately owned vehicle registrations. Employees should also be granted reasonable periods of time to conduct activities associated with PCS moves. Generally, employees who are the sponsor will receive more administrative leave for PCS moves than non-sponsored employees. See USAREUR Pamphlet 690-630, Excused Absence, for more information.

b. Alternate Work Schedule: A variation of the regular work day schedule of 0830 – 1730.

c. Compressed Work Schedule: A fixed work schedule which enables the full-time employee to complete the basic work requirement of 80 hours in fewer than ten full workdays in each biweekly pay period by increasing the number of hours in the workday. There are no flexible times in a compressed schedule. Employee times of arrival and departure from work are set, as are the days on which they are to complete the basic work requirement. For employees working under compressed schedules, overtime pay will continue to be paid for work outside the compressed schedule.

d. Excused Absences: An administratively authorized absence that does not result in the loss of pay or a charge to leave of any kind. Commanders and supervisors have the authority to grant excused absence, commonly referred to as administrative leave. Excused absence may be approved only when it clearly serves the best interest of the US Government. It will not be approved when paid leave is appropriate. Generally, if an activity or task is required by the Government and must be accomplished during normal duty hours, it should be recorded as duty time or excused absence.

e. Full Time: 80 hours worked per 14 day pay period.

f. Leave With Out Pay (LWOP):

(1) Periods of absence that are not covered by sick, annual or administrative leave will be charged to LWOP; be requested by the employee on OPM Form 71, endorsed by the supervisor and approved by the Brigade Commander, Executive Officer or Battalion Commander.

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(2) LWOP will be granted to family member employees for a period up to one year when they are in process of PCS orders to depart the organization and have at least one year of employment overseas with the US Government.

g. Meal Period: Unless otherwise approved, a 60-minute un-paid lunch break during the core time period that will be taken between 1100 and 1300 hours as agreed by the employee and their supervisor. Any exceptions to the core time period must have the supervisor's endorsement and the approval of the Brigade Commander, Executive Officer or Battalion Commander.

h. Overtime/Compensatory Time: Hours earned as a result of work officially ordered and approved in advance by management which are in excess of the employee's basic work requirement. If compensatory time is not used within one year of earning, it will automatically be paid out at the employee's overtime rate.

i. Part-time: Scheduled to work less than or up to 72 hours per 14 day pay period.

12. ADDITIONAL INFORMATION:

a. Request for AWS: Subject to the supervisor's endorsement, employees may request to work an alternative work schedule as defined in this policy. The employee will request such change by completing a memorandum, obtaining the supervisor's endorsement with final approval coming from the Brigade Commander, Executive Officer or Battalion Commander.

b. Employees may request to change their work schedule by preparing a memo for their supervisor's endorsement with final approval coming from the Brigade Commander, Executive Officer or Battalion Commander. Approved changes in work schedules will normally become effective at the beginning of the pay period following the date of approval.

c. Night Differential: In order to avoid payment of night differential, division directors are not authorized to endorse a permanent work schedule which includes hours between 1800 and 0600. Exceptions will be granted on a case by case basis by the Brigade Commander or Executive Officer.

d. Schedule changes due to temporary or unforeseen circumstances: Division directors may temporarily change the schedules of employees to meet unforeseen circumstances. The employee should be informed of the changes and the reasons for them as far in advance as feasible.

e. Training/TDY: Employees attending training or on Temporary Duty (TDY) will work the hours at the training/TDY site without changing their tour of duty at their permanent duty location. Travel time to and from training should be conducted during the work day. In no case will overtime or compensatory time be paid for travel while in a TDY status.

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f. Tour of Duty: In carrying out their daily work requirements, employees will:

(1) Unless otherwise approved, have scheduled workdays from Monday through Friday, 0830-1730.

(2) Take an unpaid meal period for one hour anytime between 1100 and 1300.

g. Leave: Time off during an employee's duty hours must be charged to the appropriate leave category unless the employee is authorized excused absence. The policies and procedures for requesting annual and sick leave and the use of compensatory time will remain the same. The amount of leave or compensatory time charged to an employee working a Compressed Work Schedule (CWS) who is off for an entire day will equal the number of hours he/she is scheduled to work on that day (i.e., eight hours for the day he/she is scheduled to work eight hours and nine hours for the days he/she is scheduled to work nine hours). The minimum charge for leave is 15 minutes and additional charges are in increments thereof. If an employee is unavoidably or unnecessarily absent or tardy for 15 minutes or less, the supervisor, with adequate reason, may excuse him/her without charge to leave.

h. Holidays:

(1) If an employee on a compressed work schedule is relieved or prevented from working on a day within his/her scheduled tour of duty that is designated as a holiday, the employee is entitled to basic pay with respect to the holiday for that number of hours of his/her compressed work schedule on that day.

(2) When a holiday falls on an employee's scheduled non-workday, the workday immediately before the non-workday becomes the in-lieu-of holiday. For example, if the employee's scheduled non-workday is Monday and a holiday falls on that Monday, the in-lieu-of holiday is normally the preceding Friday. When a holiday falls on a Sunday, and both Sunday and Monday are the employee's non-workdays, the in-lieu-of holiday is the next scheduled workday (normally Tuesday).

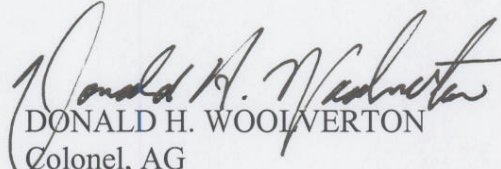
(3) When a holiday falls on a non-workday of a part-time employee, he or she is not entitled to an in-lieu-of day for that holiday.

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13. Point of contact is USANATO Civilian Personnel Liaison Office at DSN 423-5465.

Encl


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DISTRIBUTION:
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